

Summary of Benefits (J Unit)

Retirement: Public Employees' Retirement System (P.E.R.S.) 2% @ 55; 100% of employee contribution paid by the Court.

Holidays: 13 days per year.

Vacation: Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20, and 25 years service.

Sick Leave: Provides salary continuation for absence due to illness. Earned at the rate of 3.07 hours per pay period.

Educational Leave: One 8-hour day per calendar year.

Educational Assistance: Up to \$750 per year.

Medical, Dental & Vision Care: Flexible Spending Account: Available benefits: medical/dental/ vision, prescription drugs and dependent coverage.

Life Insurance: Coverage of \$25,000 is provided by the Court.

Deferred Compensation: A deferred compensation program is available and is administered through Great-West Life.

CSR License Renewal: Reimbursement up to \$100 per calendar year for annual CSR license issued by the State of California.

Court Reporter Equipment Maintenance Stipend: \$500.00 payable the 1st pay period of each calendar year.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies or MOU prevail over this listing.

If you are interested in obtaining more information about court reporting, visit the Court Reporters Board of California website: www.courtreporterboard.ca.gov.

Superior Court of California,
County of Monterey
Human Resources
240 Church Street, Rm. 318
Salinas, CA 93901

Superior Court of California County of Monterey

Invites Applications for

COURT REPORTER

Monthly Salary: \$4,927—\$6,408

Annual Salary: \$59,124—\$76,896

(Plus generous benefits, including 100% of employee contribution to Public Employment Retirees' System paid by the Court.)

FINAL FILING DATE

Friday, July 6, 2007



Photo courtesy of: Steve Early

An Equal Opportunity Employer

ABOUT THE COURT

The Superior Court of California, County of Monterey hears criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, one child support commissioner, one traffic commissioner, and a support staff of approximately 200 employees.

OVERVIEW OF THE POSITION

Under the supervision of a Director of Operations, this position is responsible for the verbatim official record; provides read back upon request; prepares certified transcripts of the proceedings; serves as a relief or floater reporter when needed; uses Computer Aided Transcription (CAT); and performs other related duties. Court business hours are 8 a.m. to 5 p.m., Monday through Friday.

QUALIFICATIONS

To qualify for this position, an individual must possess any combination of experience and education that would substantially provide the required knowledge and skills.

- ♦ **Education:** Equivalent to completion of the twelfth grade AND completion of an accredited court reporting school.
- ♦ **License:** Possess and maintain a license and be in good standing as a Certified Shorthand Reporter issued by the State of California.
- ♦ **Experience:** One year as a Certified Shorthand Reporter. Courtroom experience preferred, but not required.

Working Knowledge of:

- ♦ Computer-Aided Transcription (CAT);
- ♦ Statutes relating to court reporting services;
- ♦ Proper English usage, spelling, grammar, vocabulary and punctuation;
- ♦ Courtroom practices and procedures;
- ♦ Basic legal, medical and other technical terminology required in court proceedings.

Skill and Ability to:

- ♦ Use Computer-Aided Transcription (CAT);
- ♦ Work independently; multi-task, while maintaining a sense of direction;
- ♦ Maintain attention to detail; organize and prioritize work and meet critical time deadlines;
- ♦ Communicate effectively both orally and in writing;
- ♦ Provide excellent customer service; establish and maintain effective work relationships.

WORK SITE LOCATION

The work site for this position is subject to change at the discretion of the Court. Court Reporters are expected to be available to work in any department or courtroom countywide when their regularly assigned court is not in session or due to operational necessity. In addition, the incumbent must be able to provide suitable transportation to alternate work sites. The Superior Court of California, County of Monterey has work sites in Salinas, Monterey, Marina and King City.

Mileage Reimbursement: The Court provides for reimbursement of mileage incurred when a private vehicle is used to travel from the regularly assigned court base location to alternate court sites.

CONDITIONS OF EMPLOYMENT

- ♦ Incumbent must provide and maintain their own reporting and transcription equipment and supplies, and maintain their own records and tapes.
- ♦ Incumbent is prohibited from holding any outside employment which conflicts with providing services to the Court.

TENTATIVE SCHEDULE

Final Filing Date: Friday, July 6, 2007
Application Review: Week of July 9, 2007
Interviews: Week of July 16, 2007

- The selection process is tentative and applicants will be notified if changes are made.



Courthouse photo courtesy of : Court IT
Big Sur photo courtesy of: Dana Larabee
All other photos courtesy of: Steve Early

PHYSICAL AND SENSORY REQUIREMENTS

Ability to: Bend, stoop, reach, and use a step stool; hear and distinguish words spoken in varying tones and volumes; sit at a desk for up to 4 hours a day; Sit for up to two hours during court hearings or trials without a rest break.

May be required to work through lunch hours and after 5:00 p.m. to meet deadlines; may be exposed to unpleasant or distasteful evidence.

FILING REQUIREMENTS

To apply for this position, applicants must file the following documents for consideration: 1) Court Application; 2) Resume; and, 3) A copy of California Certified Shorthand Reporter (CSR) License. Submit completed application materials to:

Superior Court of California,
County of Monterey, Human Resources
240 Church St., Rm. 318
Salinas, CA 93901

To obtain the required application form please call Human Resources at (831) 775-5400, ext. 3007. To access the application form on-line, visit the Court's website at: www.monterey.courts.ca.gov or contact Human Resources via e-mail at: courtjobs@monterey.courts.ca.gov with any questions concerning this position.

BACKGROUND INVESTIGATION

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statement or omission of facts regarding background or employment history may result in disqualification or dismissal.

SPECIAL NOTES

- ♦ The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- ♦ If you are hired into this classification in a permanent position, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fees.
- ♦ If you believe you possess any disability that would require accommodation, please telephone the Human Resources Department at (831) 775-5400, ext. 3007.